



Sample Thank You Letter

2014-15 Grant Standard Agreement

Thank You Letters to Governor and State Legislators

As a Grant Standard Agreement (Grant) stipulation, California Arts Council (CAC) Grantees are required to send thank you letters to the Governor of the State of California and to state legislators. These letters educate our representatives on the value of the arts across the state, and inform legislators that state arts funds are being used in their districts while sharing specific funded activities. Please use the sample letter below as a template or create your own. The more personalized a letter is in addressing the public value of your organization and its activities in the community, the more effective it will be. We also encourage you to add your legislators to your organization's mailing list so that they may continue to be informed about arts activities in their districts. To find out who your representatives are, go to: <http://www.legislature.ca.gov/port-zipsearch.html>.

SAMPLE LETTER

Organization Letterhead or Address (Include your Phone Number.)

Date

Legislator Name

Address

Dear Governor/Senator/Assemblyman/Assemblywoman _____:

Our organization, (NAME OF YOUR ORGANIZATION), recently received a grant from the California Arts Council to fund **(describe the activity including artistic concept, dates, who will be served. This is your chance to speak enthusiastically about the arts activity and why it was worthy of funding.)** **(NAME OF YOUR ORGANIZATION)** is a vital part of this community and the opportunity to receive funding through the California Arts Council is important to our artistry, our future, and our ability to serve this community.

Members of our organization, the young people and families we serve, and in general our audiences are your constituents; we want you to know that we appreciate your support of the arts in California.

Public funding for the arts supports broad public access to the arts for the citizens of California. The California Arts Council has consistently recognized the importance of the arts and their role in building community by providing funds that enable California throughout the state to participate directly in the arts.

The legislature's continued financial investment in the arts is critical to this community and our entire state. Thank you for your ongoing support and interest in the arts.

I would welcome an opportunity to have you attend our activities or speak with you on the phone about our organization.

Sincerely,

(YOUR NAME)